



## MINUTES OF THE PLANNING COMMISSION

WEDNESDAY, JANUARY 18, 2023 AT 5:30 PM

---

COUNCIL ROOM AT THE MUNICIPAL BUILDING, 450 S. MAIN STREET, RICHLAND CENTER, WI 53581

---

**CALL TO ORDER:** Chair Coppernoll called the meeting to order at 5:34PM. A quorum was present. Oliphant affirmed proper public notice of the meeting. PRESENT: Todd Coppernoll, Alderpersons Ryan Cairns and Karin Tepley, Citizen Members Ray Wilson, Candace Fagerlund, Lisa Miller and Mark Jelinek.

**APPROVAL OF MINUTES:** Motion to approve January 4, 2023 meeting minutes.

Motion made by Jelinek, seconded by Tepley. Voting Yea: Coppernoll, Cairns, Tepley, Wilson, Fagerlund, Miller, Jelinek. Motion Carried.

### **DISCUSSION AND POSSIBLE ACTION ITEMS:**

#### **Stori Field Conceptual Development Planning**

Matt Muchow presented the updated development concepts. Muchow highlighted the requested changes which included adjusting the street width to the standard 36 feet required by City ordinance, and adding curb, gutter and sidewalk around the full perimeter. He removed the parking stalls, sidewalk, and stairway improvements from the southside of the parcel.

The Commissioners discussed obtaining data regarding the maximum allowable density the current infrastructure could support at Stori Field. It was determined that while the proposed concepts provided the desired level of development for the site, additional infrastructure data should be obtained to assist in making fully informed decisions. This data will also provide benefit to interested developers in determining their final plans if considering a deviation in design from what has been provided by Vierbicher.

Glasbrenner explained that a request for qualifications (RFQ) process is generally used to identify developers that would be willing and qualified to engage in a development. Muchow added that an RFQ process has become less common due to developers preferring less formality. While RFQs may be utilized less now than in the past, it was determined that a formal RFQ process should be pursued. Glasbrenner requested consideration be given to seeking assistance from Vierbicher for the RFQ process. Glasbrenner indicated additional spending of up to \$5,000 would be necessary for the additional services from Vierbicher.

Glasbrenner provided an overview of the public hearings required to rezone and divide Stori Field. Although public hearings will be necessary to develop this site, they occur late in the process. As such, Glasbrenner recommended an open house or other efforts for earlier engagement with the public. An open house allows the public the opportunity to review the conceptual designs and offer feedback. The commissioners were in support of public engagement with many commissioners requesting the opportunity to participate.

Motion to recommend to the Finance Committee and the City Council to authorize the Economic Development Director and City Administrator to engage with the public to solicit input on the project by way of an open house and to pursue potential developers for Stori Field housing with an additional spending authorization of up to \$5,000 from the Business RLF Fund for the purpose of professional consulting services, including an RFQ, and related project costs needed to execute the process.

Motion made by Fagerlund, Seconded by Tepley. Voting Yea: Coppernoll, Cairns, Tepley, Wilson, Jelinek, Fagerlund. Motion Carried.

#### **Closed Session – Development Incentive**

Motion to enter closed session.

Motion made by Tepley, Seconded by Jelinek. Voting Yea: Coppernoll, Cairns, Tepley, Wilson, Fagerlund, Miller, Jelinek. Motion carried. Entered closed session at 7:42 PM.

Motion to reconvene into open session.

Motion made by Tepley, Seconded by Jelinek. Voting Yea: Coppernoll, Cairns, Tepley, Wilson, Fagerlund, Miller, Jelinek. Motion carried. Reconvened into open session at 8:31 PM.

### **Closed Session – Land Procurement**

Motion to enter closed session.

Motion made by Tepley, Seconded by Wilson. Voting Yea: Coppernoll, Cairns, Tepley, Wilson, Fagerlund, Miller, Jelinek.

Motion carried. Entered closed session at 7:02PM.

Motion to reconvene into open session.

Motion made by Wilson, Seconded by Fagerlund. Voting Yea: Coppernoll, Cairns, Tepley, Wilson, Fagerlund, Miller, Jelinek. Motion carried. Reconvened into open session at 7:41PM.

### **Closed Session – Development Incentive**

Motion to enter closed session.

Motion made by Tepley, Seconded by Jelinek. Voting Yea: Coppernoll, Cairns, Tepley, Wilson, Fagerlund, Miller, Jelinek.

Motion carried. Entered closed session at 8:32PM.

Motion to reconvene into open session.

Motion made by Miller, Seconded by Wilson. Voting Yea: Coppernoll, Cairns, Tepley, Wilson, Fagerlund, Miller, Jelinek. Motion carried. Reconvened into open session at 8:42PM.

**UPDATES ON ONGOING PROJECTS** - No updates were provided.

**SET NEXT MEETING DATE:** The next meeting scheduled for Wednesday, February 22, 2023 at 5:30PM.

**ADJOURNMENT:** The meeting adjourned at 8:43PM.

Motion to adjourn. Motion made by Tepley, Seconded by Wilson. Voting Yea: Coppernoll, Cairns, Tepley, Wilson, Fagerlund, Miller, Jelinek. Motion carried.

*Minutes recorded by Ashley Oliphant*